

Zaid Achikzai

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Professional Summary

Business student with strong organizational, communication, and problem-solving skills. Experienced in fast-paced work environments and committed to professional growth. Seeking opportunities to contribute effectively within the SJSU Business PRO Community.

Education

San José State University | Expected Graduation: Dec 2027
Bachelor's Degree in Business Administration MIS | GPA: 3.2

Chabot College, Hayward, CA | 2020 – 2024

Associate in Science for Transfer – Business Administration

Work Experience

Warehouse Associate | Amazon Sort Center, CA | 2020 – Present

- Sorted, scanned, and processed packages efficiently to meet high-volume demands.
- Worked in a fast-paced environment ensuring accuracy and speed.
- Collaborated with team members to maximize productivity and meet daily quotas.

Office Teacher's Assistant | Kipp King Collegiate High School | Sept 2019 – 2020

- Answered directed inquiries from students, parents, and staff
 - Prepared and organized outgoing correspondence and mailings
 - Assisted with clerical tasks including data entry, filing, and record keeping
 - Supported daily office operations
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Volunteer Experience

Volunteer | MCC East Bay, Fremont, CA | 2022 – Present

- Assisted refugees with resettlement support and community integration.
- Provided translation services to help refugees communicate and access resources
- Helped with resources for displaced families.
- Provided assistance in food distribution and orientation programs.

Skills

Technical: Microsoft Office Suite, PC & Mac OS, Windows, macOS, iOS, Troubleshooting & Research

Soft: Communication, Teamwork, Time Management, Adaptability, Problem-Solving

Languages

English (Fluent) | Farsi (Fluent) | Arabic (Basic, Reading Proficiency)